

# NOTETAKING

## Tips for Success

### ORGANIZATION OR FORM

Label the top of the page with date, subject matter, #

Don't just list; provide information

Indentation; make equivalent points equal distance from page edge

Use numbering or emphasis marks

Relate subtopics to major headings

### GENERAL FORMAT

Handwriting should be legible

Use adequate sized notebook

Don't write down everything,  
just the main points

Use one side of the paper

Use pen (except for math,  
use a pencil)

### PHRASING

Leave out filler words such as a, an, the

Listen for the main points

Watch for cue words such as "For  
example, In summary"

Listen and then write in own words

Use abbreviations

Pay attention to nonverbal cues, such  
as body language, for clues as to  
what's important

Leave space for adding info later

Check with a classmate for clarification  
or missing ideas



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